To: District Technology Committee

Date: November 22, 2011

Subject: Meeting Minutes from the November 2nd Meeting

1. Check-in:
   1. All committee members were welcomed and introduced themselves to the group.
2. Technology Department Report – Summer Projects:
   1. VoIP/Network Project:
      1. The VoIP project was a large scale project, which included replacing the legacy phone system, phones, and data switches. We now have a 10**Gbps** WAN and VoIP phones.
   2. Outlook/Server Project:
      1. The district has transitioned to Microsoft Outlook. This transition included an upgrade of all District servers to house/support Microsoft Exchange. During the roll-out an uninstall/install script, created by TIES, failed to work completely. The IT Department had to manually configure each computer district-wide.
   3. SMART Boards:
      1. SMART Boards were installed in all Communications and Social Studies classrooms at the secondary schools. These classrooms were retro fitted to use both the ceiling mounted LCD projectors and the new SMART Board with a short-throw LCD projector.
      2. 2012-2013 is the final year of the SMART Board project.
      3. There is an issue with some of the SMART Boards installed district-wide. The U55 model does not have the freeze function. The district will look at replacing these systems, where feasible.
   4. Tierney Brothers:
      1. The district now has a service agreement with Tierney Brothers for the SMART Boards. The plan includes summer cleaning, maintenance, 48 hour response to any issues, 20% discount on pricing for parts, an on-site parts closet, and training for Field Technicians.
3. Technology Department Report - Current Projects:
   1. Apple Computer Products: 56 iMacs were purchased for the high school’s Graphic Arts and Photography labs. We are working with Apple Inc. to help with the transition and the IT Department will be trained on the equipment. An iPad cart will be placed at the DSC.
   2. Wireless LAN: The current wireless networks district-wide are inadequate. Marcus has received a number of bids on a new WLAN network. The high school will be the site for the WLAN pilot.
   3. SchoolDude Update: The IT Department is utilizing a Work Order ticketing system. Marcus puts weekly reports in a Dropbox shared folder for the Principals and Media Specialists.
4. Technology Department Report - Future Projects:
   1. The district needs to develop a Technology Plan for July 1, 2012 – June 30, 2015.
   2. The district will inventory all computer equipment and use the results to develop a 5 year replacement plan.
5. Technology Personnel:
   1. Technician Staff: Gary has four Field Technicians on his team. A new Field Technician is starting on November 7th.
   2. New Hires: Shelli Welter has been hired as the Data Systems Specialist. Koffi Assigbe has been hired as the Network Systems Technician. Russ Reetz has been hired as the Technology Integration Trainer.
6. Professional Development:
   1. Professional Development will be providing after school training sessions for staff on iPad’s, Web 2.0 tools, and SMART Boards.
   2. SMART Board/Notebook Training: The elementary schools are in their 3rd year of integration with the SMART Board. The secondary schools are in their 1st or 2nd year of integration using the SMART Board. This integration will be an ongoing process. The Professional Development team is creating tutorials, and they will be available through the District’s YouTube channel.
   3. Moodle: Teachers have been using Moodle for their PDP. Moodle will continue to be used for the PDP this year. An evaluation will be done at the end of the year.
7. Technology Plan:
   1. The current Technology Plan is for 2008-2011. The district needs to development and submit a MDE Technology Bridge Plan for this school year. Next, the district needs to develop a Technology Plan for July 1, 2012 – June 30, 2015.
8. 21st Century Learning:
   1. The group read “Shaping Tech for the Classroom”
      1. Barriers of digital natives vs. digital immigrates
      2. Skill sets for digital natives are different from digital immigrates. Both are valuable.
      3. Digital immigrates are afraid of what’s out there. Students need to be taught etiquette for social media.
      4. It’s important to work with students to advance in technology
      5. Educators are the keeper of culture. Teachers are resistance to change and want to hold on to the old ways. Teachers need to overcome their fears of new technology.
9. New Business:
   1. iPad’s: Instructions to configure iPad’s/iPhone’s/iPod’s for Exchange will be sent out.
   2. AASL Conference: The AASL conference had sessions on 21st century learning. All of the District’s Media Specialists and the Marcus Milazzo attended.
   3. TIES conference: Please contact Sam if you would like to attend and Marian will complete the registration process.
10. Adjournment:
    1. The committee will do a Needs Assessment. Marcus will complete the appropriate sections of the MDE Technology Bridge Plan.
    2. The next meeting is Wednesday, December 7th at 8:30am at the District Services Center in the PDC.